UNITED NATIONS

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Secretariat

ST/AI/363
1 August 1990

ADMINISTRATIVE INSTRUCTION

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: MOBILITY AND HARDSHIP ALLOWANCE*

1. The purpose of the present administrative instruction is to set out the terms and conditions for the implementation of the mobility and hardship allowance. This allowance was approved by the General Assembly in its resolution 44/198 of 21 December 1989, section I (E), on the recommendation of the International Civil Service Commission (ICSC), as outlined in paragraphs 313 to 322 and 328 of volume II of its fifteenth annual report. 1/ The new entitlement is effective 1 July 1990.

2. In conjunction with the introduction of the mobility and hardship allowance, the following entitlements are discontinued, with effect from 1 July 1990:

(a) The assignment allowance (including the enhanced mobility level of the allowance);

(b) Financial incentive levels I and II;

(c) Eighteen-month home leave;

(d) Time off for medical/dental check-ups in conjunction with annual or home leave;

(e) The existing scheme for assisting staff with temporary housing problems.

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* Personnel Manual index No. 3337.

I. PURPOSE OF THE ALLOWANCE

3. The mobility and hardship allowance combines in one allowance three elements: (a) an amount that reflects the varying degrees of hardship at different duty stations; (b) an amount that varies according to the number of assignments or transfers to different duty stations and thus takes into account and provides incentives for mobility; and, (c) an amount that compensates the staff member for the absence of an entitlement to removal of household goods.

II. STRUCTURE OF THE ALLOWANCE

4. The mobility and hardship allowance is non-pensionable. It is payable in accordance with the matrix set out in paragraph 5 below. The figures on the matrix relate to the dependency rate at the mid-point (P-4, step VI) in the base floor salary scale, i.e., $42,180, effective 1 July 1990. The resulting annual amounts of the allowance are applicable to staff at levels P-4 and P-5. For staff at the D-1 and D-2 levels, these amounts are increased by 13 per cent; for those at the P-1 to P-3 levels, they are reduced by 13 per cent. These are the dependency rates for the different levels. The single rates are 75 per cent of the dependency rates.

A. Mobility and hardship matrix

5. The percentage figures on the following matrix are constructed from the following elements: an element for mobility, an element for hardship, and an element for non-removal.

Duty station category	No. of assignments				
	1 a/	2	3	4	5 or more
H	0 b/	0 b/	0 b/	4 b/ c/	6 b/ c/
A	5)	15)	17)	19)	21)
B	13)	23)	25)	27)	29)
C	20) d/	30) d/	32) d/	34) d/	36) d/
D	25)	35)	37)	39)	41)
E	30)	40)	42)	44)	46)

a/ First assignment or less than five years' service.

b/ Plus 3 per cent for non-removal cases.

c/ Provided that staff member has previously served on two or more assignments in A-E duty stations. Otherwise, no entitlement for the mobility element is payable.

d/ Minus 5 per cent for cases where the staff member has had an entitlement to removal costs, under staff rule 107.27, to the present duty station.

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B. Element for hardship

6. The hardship element is represented by a percentage figure established for duty stations in categories B, C, D and E, which is incorporated in the percentages in the matrix and applied in accordance with paragraph 4 above to the mid-point of the base salary scale. The percentages for hardship corresponding to each of the categories of duty stations are as follows:

	Percentage
H	-
A	-
B	8
C	15
D	20
E	25

7. The hardship element is payable from the first assignment to staff at duty stations designated in categories B-E, provided that they meet the general conditions of eligibility for the allowance. It is applicable for the full duration of a staff member's assignment at the duty station, and for as long as that duty station remains designated in the category concerned. Upon a change in designated category, an appropriate adjustment in the matrix value and the resulting amount payable will be made.

C. Categories of duty stations

Category H

8. This category comprises headquarters duty stations and other duty stations in similar locations where it has been determined that the United Nations system is not currently carrying out developmental or humanitarian programmes.

9. Duty stations in the following countries are placed in the H category, effective 1 July 1990:

Australia
Austria
Belgium
Canada
Czechoslovakia
Denmark
Finland
France a/
German Democratic Republic
Federal Republic of Germany
Greece
Italy
Japan
Netherlands
Poland
Portugal
Spain
Sweden
Switzerland
Union of Soviet Socialist Republics
United Kingdom of Great Britain and Northern Ireland
United States of America

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a/ Including Monaco.

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READEX FICHE

Categories A to E

10. Categories A-E correspond to the following entitlements under the former system of special entitlements at designated duty stations:

A = no hardship entitlement payable
B = 18-month home leave
C = 12-month home leave
D = 12-month home leave plus financial incentive level I
E = 12-month home leave plus financial incentive level II.

11. All duty stations in categories A-E are subject to review under the hardship classification scheme. Pending such review, duty stations in the following countries are considered as being in category A: Cyprus, Hungary, Malta, Romania, Turkey and Yugoslavia.

12. Countries to which United Nations system staff are not currently assigned should remain undesignated at the present time, it being understood that if offices or programmes are established in the future in those countries, their designation should be reviewed at that time. The designation of other countries might likewise be reviewed on the basis of the criterion stated in paragraph 8 above.

D. Element for mobility

13. The element for mobility, which is payable only when a staff member has had five consecutive years of service as a staff member, is represented by a percentage figure (applied to the mid-point of the base salary scale in accordance with para. 4 above), as follows:

Duty station category	No. of assignments				
	1	2	3	4	5 or more
H	0	0	0	4	6
A-E	0	10	12	14	16

14. At all A-E duty stations, the mobility element is payable from the second assignment, subject to the five consecutive years of service requirement. If this requirement has not been met, a mobility element is not payable. Thereafter, the mobility element will be payable at the rate applicable to the staff member's assignment number (whether second or subsequent assignment). The highest value (10 per cent) is accorded to the first move after the initial assignment. Thereafter, additional values of 2 per cent per move are granted, up to the fifth move, where the mobility element stabilizes at a maximum of 16 per cent. Assignments at H duty stations are counted towards number of assignments in determining this element at A-E duty stations.

15. At H duty stations, as defined in paragraphs 8 and 9 above, the mobility element represents 4 per cent for the fourth assignment and 6 per cent for the fifth or subsequent assignments and is payable ONLY if the staff member has had two or more assignments in A-E duty stations.

16. After five years of service at one duty station, the mobility element is reduced by 10 percentage points on the matrix. On the H line, the reduction is by 4 or 6 percentage points as appropriate. The period for which the staff member may receive the unreduced mobility element may exceptionally be extended by the Organization for up to one more year if the staff member: (a) remains at the duty station at the initiative of the Organization; or (b) is expected to be reassigned before the end of the sixth year.

17. The mobility element can be reduced only once per assignment number, i.e., there is no further reduction after, say, seven years at the duty station.

18. This reduction does not affect the other elements of the allowance.

E. Element for non-removal

19. The element for non-removal compensates for the absence of an entitlement to removal of household goods to the staff member's duty station. It accounts in the matrix for three percentage points at H duty stations, and five percentage points at all other duty stations.

20. The element for non-removal is applicable for as long as the staff member is not entitled to a removal of household goods to the duty station, irrespective of the length of his/her total consecutive service with the United Nations at the duty station.

21. The non-removal element is not payable to staff on initial appointment in the home country, where such appointment does not involve a move (i.e., does not give rise to a removal entitlement).

22. The matrix in paragraph 5 above is based on the assumption that, normally, staff at H duty stations have a removal entitlement and, normally, staff at A-E duty stations do not. The footnotes to the matrix describe variations from this pattern.

III. ELIGIBILITY

23. The allowance is payable to all staff in the Professional and higher categories appointed under the 100 series of the Staff Rules and project personnel under the 200 series of the Staff Rules, including those serving in their home country, who are on assignment to a duty station for a period of one year or more.

24. The allowance is NOT payable to:

(a) Staff appointed under the 300 series of the Staff Rules;

(b) Staff under the 100 series of the Staff Rules or project personnel under the 200 series of the Staff Rules who are:

(i) On an assignment of less than one year, except when it is decided under staff rule 103.7(d)(ii) to pay post adjustment, assignment grant and, where applicable, the hardship and the non-removal element of the mobility and hardship allowance;

(ii) On daily subsistence allowance (DSA)/travel or mission subsistence allowance (MSA)/special mission status, irrespective of the duration of the assignment;

(c) Persons serving under contractual arrangements other than letters of appointment under the 100 or 200 series of the Staff Rules (e.g., United Nations Volunteers, individuals on special service agreement or similar contractual arrangements, such as consultants and contractors).

25. Staff members who are assigned to a particular duty station and are then placed on DSA or MSA status to perform services in another duty station will be eligible for the mobility and hardship allowance in respect of the duty station where they were last installed, and not in respect of the duty station where they are on DSA or MSA status.

A. Definition of "assignment"

26. For the purpose of the mobility and hardship allowance, "assignment" is defined as the initial appointment to a duty station, or the reassignment to a new duty station, of a staff member for a period of one year or more.

27. In applying this definition, the following guidelines and considerations will be followed:

(a) Payment of the allowance at a particular duty station requires that the assignment or transfer involve the installation of the staff member at the duty station (i.e., official travel and payment of the assignment grant);

(b) Periods of initial appointment of one year or more where travel and assignment grants have not been paid should count as an assignment for the application of the mobility and hardship allowance;

(c) Periods of service on DSA/travel status or MSA/special mission status (i.e., where the staff member is not installed at the duty station) would normally NOT be counted as "assignments", since by definition, in most cases, such arrangements are made in respect of service of less than one year. If, exceptionally, DSA/travel status or MSA/special mission status is extended beyond

one year at the same duty station, that period should be counted as an "assignment" (although the allowance itself would not be payable in respect of the place of mission). In such a case, the period so extended under DSA or MSA status should not be taken into account for purposes of counting the minimum required period of one year at the regular duty station of assignment, i.e., there should be no double-counting of the same period of assignment;

(d) The posting of a staff member to a duty station for an initial period of less than one year which is subsequently extended so that service at the duty station equals or exceeds one year, should be considered as an "assignment", and the allowance payable for any period during which the staff member was not on DSA status. This consideration should apply also in the case of staff initially posted to a location on travel status;

(e) If a staff member is assigned to a duty station for a period of one year or more which is subsequently reduced at the initiative of the Organization to less than a year's duration, such service should be counted as an "assignment";

(f) Transfers, secondments and loans to other organizations of the United Nations common system should be treated in the same way as movements within the Organization, i.e., they should: (i) normally be for periods of one year or more; and (ii) involve a change of duty station. Periods of secondment outside the United Nations system should not be counted as "assignments";

(g) Periods of service as a Junior Professional Officer/Associate Programme Officer (JPO/APO) or Associate Expert should be counted as "assignments";

(h) Periods of service in the United Nations Field Service category should be counted as "assignments";

(i) Periods of service as a United Nations Volunteer should not be counted as an "assignment";

(j) Periods of service in the General Service and related categories and in the National Professional Officer category should be treated as follows:

(i) For internationally recruited General Service staff, periods of assignments of one year or more (as international General Service staff) should be counted in the same way as for Professional staff;

(ii) For locally recruited General Service staff promoted and National Professional Officers appointed to the Professional category, ALL prior assignments (periods of service of one year or more) in the country where the staff member was recruited should count as ONE assignment.

28. In situations where a locally recruited staff member is outposted or sent on detail outside the country of regular assignment, such periods of service would be considered as falling under paragraph (j)(i) above, and all periods of service in the country of recruitment as a locally recruited General Service staff member as falling under paragraph (j) (ii) above, i.e., one assignment only.

B. Additional eligibility conditions for the mobility element

29. As indicated earlier, payment of the mobility element is subject to the requirement that the staff member has had five consecutive years of service in the United Nations common system. For the purpose of establishing eligibility for the mobility element of the allowance, the requirement of five years consecutive service as a staff member (i.e., excluding contractual arrangements other than letters of appointment under the Staff Rules, such as special service agreement for occasional employment) may be considered as met if the staff member has accumulated five years of service within a period of six consecutive years.

30. Subject to the general conditions specified above, periods of transfer, secondment and loan within the United Nations common system shall be counted as credit towards the five-year service requirement.

31. The following periods of service will be taken into account for the purpose of accruing five consecutive years of service:

(a) As a JPO/APO or Associate Expert;

(b) In the General Service and related categories;

(c) In the Field Service category.

32. Service as a United Nations Volunteer, however, shall not be taken into account for this purpose.

33. For the purpose of establishing eligibility for the mobility element of the mobility and hardship allowance, continuity of service shall be considered as broken in the following cases:

(a) Upon resignation from service;

(b) Upon abandonment of post;

(c) Upon summary dismissal;

(d) Upon refusal to accept an extension of an appointment;

(e) Upon agreed termination;

(f) Upon dismissal for misconduct;

(g) Upon termination for unsatisfactory services;

(h) Upon separation from service on occasion of review under staff rule 104.14 (f)(ii) a and b of probationary and permanent appointments, respectively.

34. Continuity of service shall not be considered as broken by periods of special leave. However full months of special leave without pay are not to be credited as service for the purpose of this allowance.

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35. Cases of reinstatement are not affected by these provisions, since they involve no break in service.

C. Assignments prior to 1 July 1990

36. For the purpose of counting assignments which occurred prior to 1 July 1990, and notwithstanding the definition of "assignment" as given above, only UNINTERRUPTED periods of service at a duty station as a staff member, of ONE YEAR OR MORE, will be taken into account. For this purpose, uninterrupted periods shall be construed as meaning periods without break in service of any period of more than 30 days and shall exclude periods of special leave without pay.

IV. ISSUES RELATING TO FAMILY MEMBERS

A. Payment of the dependency rate of the allowance

37. The mobility and hardship allowance is payable at the dependency rate to a staff member with a recognized dependent spouse or child, irrespective of whether the dependants accompany the staff member to the duty station.

B. Entitlements in cases where both spouses are United Nations system staff members

38. Where both spouses are members of United Nations system organizations, the mobility and hardship allowance is payable to each staff member at the single rate. Where there is a recognized dependent child or children, the dependency rate is payable to the staff member in respect of whom dependants are recognized and who thus receives the dependency rate of salary and post adjustment (i.e., the higher-graded staff member).

V. CURRENCY OF PAYMENTS

39. The mobility and hardship allowance is expressed in United States dollars. Actual payment may be made in another convertible currency at the request of the staff member, in which case the payment shall be made at the United Nations operational rate of exchange prevailing on the date the payment is made. No adjustments shall be made to account for changes in exchange rates once the payment has been made.

VI. TIMING OF PAYMENTS

40. The mobility and hardship allowance is normally payable in advance on an annual basis.

41. In the case of new appointments, payments will be made on a monthly basis.

42. The anniversary date for the payment of the annual amount in advance is determined by reference to the date of the staff member's appointment or reassignment. However, in the case of a staff member appointed or assigned to a duty station for a period of less than one year with payment of DSA (under staff rule 103.7 (d)(ii)) whose appointment or assignment is subsequently extended so that the staff member is granted mobility and hardship allowance and the subsistence payment is discontinued, the anniversary date shall be the date on which payment of the mobility and hardship entitlement commenced.

VII. ADJUSTMENTS OF ADVANCE PAYMENTS

43. When the mobility and hardship allowance has been paid in advance as an annual payment and the staff member does not complete the period of service in respect of which the allowance has been paid, adjustment/recovery shall be made on a pro rata basis for the period not served. Discretionary judgement may be applied for situations warranting exceptions for compelling and/or compassionate reasons (e.g., health).

44. Adjustments (plus or minus) are required at the time of:

(a) Change of duty station;

(b) Change of dependency status;

(c) Promotion;

(d) Fulfilment of five years' consecutive service requirement;

(e) Completion of five (or six) years at the duty station;

(f) Special leave;

(g) Separation.

VIII. RELATIONSHIP WITH THE RENTAL SUBSIDY

45. The mobility and hardship allowance is not taken into account in rental subsidy calculations.

IX. START-UP OF THE SYSTEM

A. How to account for previous assignments

46. A staff member's position on the mobility and hardship matrix will be determined by his/her status as at the implementation date.

47. In terms of assignment number, the staff member's status will be determined by counting the number of assignments since his/her entry on duty date.

48. As indicated in paragraph 36 above, only UNINTERRUPTED periods of service as a staff member at a duty station, of ONE YEAR OR MORE, will be taken into account for the purpose of retroactive counting of the number of assignments, prior to 1 July 1990. Uninterrupted periods in this case shall be construed as meaning periods without a break in service of any period of more than 30 days and shall exclude periods of special leave without pay.

49. The payment of the mobility element at H duty stations is subject to the requirement that the staff member has previously served in at least two assignments in A-E duty stations. For the purpose of determining the requirement of two previous assignments in A-E type duty stations at the start-up date, the categorization of duty stations in effect as of 1 July 1990 (see paras. 8-12 above) shall be applicable.

B. Accounting for time served at the duty station prior to 1 July 1990

50. The staff member's position on the matrix at the time of implementation will determine the amounts payable under the mobility and hardship allowance. For example:

(a) A staff member who has served three years at a duty station will be entitled to the "balance" of the period during which the unreduced entitlement is payable (i.e. two years, unless extended for the sixth year of assignment, in which case it will be three years);

(b) A staff member who at the implementation date is eligible for the mobility element but is already in the sixth year of an assignment will be granted the mobility element at the full rate until completion of that sixth year at the duty station. The mobility element will be reduced by 10 percentage points at the end of that sixth year;

(c) A staff member who meets the eligibility requirements for the mobility element but has already completed six years or more of service at the duty station will have the mobility element reduced by 10 percentage points on the matrix;

(d) Any hardship element when applicable to the duty station will be payable until the staff member is reassigned.

51. A staff member who is serving at his/her second or subsequent duty station, but has not yet accrued five years of consecutive service (as defined in para. 29 above) will be entitled to the applicable mobility element upon completion of five years of such service for such period of the mobility element as remains due in respect of the current duty station.

C. Element for non-removal

52. The element for non-removal is payable irrespective of the length of stay at the duty station, so long as the staff member does not have a removal entitlement. Consequently, in cases where a staff member's entitlement to the former assignment allowance had lapsed, the staff member shall become entitled to the non-removal element as of 1 July 1990, provided that he/she has not meanwhile been granted a removal entitlement to his/her present duty station.

53. Under staff rule 107.27, those staff members who were in receipt of an assignment allowance at a duty station for a period of five years or more and who after cessation of the payment of the assignment allowance served at the same duty station for at least two years would be entitled to removal of household goods from that duty station, upon separation from service.

54. In view of the above, those staff members who on 30 June 1990 have met the requirements indicated in paragraph 53 above at their present duty station and would thus have been entitled to removal of household goods upon separation may opt for:

(a) Maintaining their entitlement to removal of household goods upon separation and not receive the non-removal element of the mobility and hardship allowance; or,

(b) As of 1 July 1990, receive the non-removal element and forfeit their entitlement to removal of household goods from their present duty station upon separation.

55. Those staff members who would be eligible to exercise this option should inform in writing their executive/administrative officer of their choice as soon as possible.

X. TRANSITIONAL MEASURES IN CONNECTION WITH THE INTRODUCTION OF REVISED PROVISIONS FOR MOBILITY AND HARDSHIP

56. With the introduction of the new measures as of 1 July 1990, the elimination of the basic assignment allowance (i.e., excluding the enhanced level for mobility) is designed to be offset in part through the non-removal element of the matrix and in part through the lump-sum portion of the new assignment grant. If all staff were reassigned as of 1 July 1990, then the combination of the matrix and the assignment grant would fully take care of the suppression of the assignment allowance. As it is, from 1 July 1990 until the staff member is reassigned, he/she will not have the benefit of the new assignment grant.

57. A transitional allowance will therefore be payable to account for that portion of the former assignment allowance which is not yet replaced by the receipt of the assignment grant. The amount in respect of each staff member will be determined as follows:

(a) A transitional allowance will be payable only if the staff member would still have been in receipt of the assignment allowance as at 1 July 1990;

(b) The monthly value of the transitional allowance will be equivalent to the difference between the basic assignment allowance payable in June 1990 (excluding the amount at the enhanced level) and the non-removal element in the mobility and hardship allowance payable as of July 1990 (adjustments will not be made for subsequent changes in grade level or dependency status);

(c) The transitional allowance will be payable only in respect of the remaining period for which the staff member would have continued to receive the assignment allowance, or until his/her reassignment, whichever comes first.

58. The amount of the transitional allowance will be paid on a monthly basis.

59. Suitable amendments will be made in due course to staff rules 103.22, 105.3 and 107.27.

60. Administrative instruction ST/AI/263 and Amends.1 and 2 are hereby superseded.

Notes

1/ Official Records of the General Assembly, Forty-fourth Session, Supplement No. 30 (A/44/30).

UNITED
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Secretariat

ST/AI/363/Corr.1
17 August 1990

ADMINISTRATIVE INSTRUCTION

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: MOBILITY AND HARDSHIP ALLOWANCE*

Corrigendum

Page 8, para. 29, lines 6 and 7

For special service agreement for occasional employment read special service agreements and agreements for occasional employment

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* Personnel Manual index No. 3337.

90-19553 1898d (E)

UNITED
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Secretariat

ST/AI/363/Add.1
7 November 1990

ADMINISTRATIVE INSTRUCTION

To: Members of the staff

From: The Assistant Secretary-General for
Human Resources Management

Subject: MOBILITY AND HARDSHIP ALLOWANCE

Addendum

APPLICATION OF THE MOBILITY AND HARDSHIP ALLOWANCE TO
THE FIELD SERVICE CATEGORY*

1. The purpose of the present addendum to administrative instruction ST/AI/363 of 1 August 1990 is to set out the terms and conditions of the applicability of the mobility and hardship allowance to the Field Service category effective 1 July 1990.

2. The terms and conditions for the implementation of the mobility and hardship allowance as outlined for staff in the Professional and higher categories appointed under the 100 series of the Staff Rules and for project personnel under the 200 series of the Staff Rules will also be applicable to staff members in the Field Service category, except for the following provisions:

(a) The figures on the matrix relate to the dependency rate of the FS-7, step VI, level of the Field Service category salary scale, which, effective 1 July 1990, corresponds to $42,180. The resulting annual amounts of the allowance are applicable to staff at the FS-7 level. For staff at the FS-1 to the FS-6 levels, these amounts are reduced by 13 per cent. The single rates are 75 per cent of the dependency rates (see ST/AI/363, para. 4);

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* Personnel Manual, index No. 3338.

(b) A transitional allowance will be payable to Field Service category staff members to account for that portion of the invariable element of the former monthly mission allowance (MMA) that is not yet replaced by receipt of the new assignment grant. The monthly value of the transitional allowance will be equivalent to the difference between the invariable element of MMA payable in June 1990 and the non-removal element in the mobility and hardship allowance payable as of July 1990. No adjustments will be made for subsequent changes in grade level or dependency status (see ST/AI/363, paras. 56-58).

3. As indicated in information circular ST/IC/1990/73, payment of the monthly mission allowance has been discontinued. The invariable element of MMA has been subsumed by payment of the mobility and hardship allowance and of the assignment grant, while the variable element of MMA has now been replaced by the post adjustment system as applied to staff members in the Professional and higher categories.

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Secretariat

ST/AI/364
1 August 1990

ADMINISTRATIVE INSTRUCTION

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: ASSIGNMENT GRANT*

1. The purpose of the present administrative instruction is to set out the terms and conditions for the implementation of the assignment grant with effect from 1 July 1990. This new entitlement was approved by the General Assembly in section I (E) of its resolution 44/198 of 21 December 1989 on the recommendation of the International Civil Service Commission (ICSC), as outlined in paragraphs 323 to 327 of volume II of its fifteenth annual report. 1/

2. In conjunction with the introduction of the assignment grant, the following entitlements are discontinued, with effect from 1 July 1990:

(a) Installation grant;

(b) Reimbursement of pre-departure expenses.

I. PURPOSE

3. The purpose of the assignment grant is to provide staff members with a reasonable cash amount at the beginning of an assignment or transfer to a duty station. It is the total compensation payable by the Organization towards:

(a) The initial extraordinary costs incurred by the staff member and his/her family members as a result of an appointment or reassignment;

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* Personnel Manual index No. 3338.

(b) Any pre-departure expenses that the staff member may incur as a result of having to relocate to a new duty station.

II. ELIGIBILITY

4. The assignment grant is normally payable to staff members at the Professional and higher categories appointed under the 100 or 200 series of the Staff Rules, who proceed on authorized travel, upon appointment or reassignment, to a duty station for a period of service expected to be of at least one year's duration. It is not payable in the case of special mission service.

5. The new entitlement applies in respect of staff members whose date of arrival at the duty station is on or after 1 July 1990. Staff members who arrive at the duty station prior to that date and who are otherwise eligible will be entitled in respect of themselves and their eligible family members to the former installation grant and pre-departure expenses.

III. STRUCTURE AND AMOUNT OF THE ASSIGNMENT GRANT

6. The assignment grant consists of a daily subsistence allowance (DSA) portion and a lump-sum portion. The amount of the lump-sum portion depends on the duration of the staff member's assignment, on whether the staff member is entitled to removal of personal effects to the duty station, and on whether the staff member is assigned to a duty station classified at category H or A to E location (in accordance with the new categorization of duty stations under the new mobility and hardship scheme for staff members in the Professional and higher categories).

A. DSA portion

7. The DSA portion of the grant consists of:

(a) Thirty days' DSA in respect of the staff member;

(b) Thirty days' DSA at half rate in respect of each eligible family member for whom travel expenses to the duty station have been paid by the Organization.

8. Payment of the DSA portion in respect of a staff member's eligible family member is contingent upon the family member's travel to the duty station. It is subject to the condition that arrival at the duty station of an eligible family member should occur at least six months prior to the date on which the staff member's service at the duty station is expected to end. This time limitation may be waived in respect of dependent children, under conditions established by the Secretary-General.

9. The amount payable will be based on the DSA rate at the duty station and the official United Nations exchange rate in effect on the date when the payment is due. In the case of the staff member, the due date will be the actual date of

his/her arrival at the duty station or conversion to fixed term status. In the case of each eligible family member, the due date will be the actual date of arrival of the respective family member at the duty station.

10. In cases where a special DSA rate has been established for specified hotel(s) at a particular location, the special rate will be payable only upon provision of a certification from the senior administrative officer concerned attesting that the staff member or an eligible family member has no alternative but to stay for a number of days at that specified hotel, and upon presentation of receipted hotel bills. The remainder of the DSA portion of the assignment grant will be calculated on the basis of the regular DSA rate for the duty station.

B. Lump-sum portion

11. The lump-sum portion of the grant is calculated on the basis of the staff member's net base salary and post adjustment at the duty station of appointment or reassignment, at his/her grade and step on the actual date of appointment or reassignment, except that, in the case of "split" payments of the lump sum (as described in para. 13 (a) (ii) below), the second lump-sum payment will be computed on the basis of the emoluments applicable at the time that payment falls due.

12. Payment of the lump sum is not linked to the travel of the staff member's dependants to the duty station. As such, the lump sum payable to a staff member with recognized dependants will be based on his/her emoluments at the dependency rate, whether or not the dependants travel to the duty station.

13. In accordance with the revised categorization of duty stations under the new mobility and hardship scheme, the lump-sum portion is payable as follows:

(a) For A-E category duty stations:

(i) If the staff member does not have an entitlement to removal of household effects to the duty station and the duration of his/her assignment is expected to be of one year or more but less than three years, he/she will receive a lump-sum payment equivalent to one month's net base salary and post adjustment, where appropriate;

(ii) In the case of a staff member without a removal entitlement and the duration of his/her assignment to a duty station is expected to be of three years or more, the lump sum payable will be two months' net base salary and post adjustment, where appropriate. If an assignment of less than three years is extended to three years or more, the staff member will receive a second one-month lump-sum payment;

(iii) If a staff member has an entitlement to removal of household goods and is appointed or reassigned to a category A-E duty station, he/she will receive a lump-sum payment of one month's net base salary and post adjustment, where appropriate;

(b) For H category duty stations:

(i) The lump-sum portion is not payable to a staff member with an entitlement to removal of household goods who is appointed or reassigned to a duty station in category H;

(ii) A staff member without an entitlement to full household removal will receive a lump-sum payment of one month's net base salary and post adjustment, where appropriate.

14. To summarize, the assignment grant is payable as follows:

SUMMARY OF ASSIGNMENT GRANT

DSA portion

	Duty stations category A-E	Duty stations category H
FOR BOTH REMOVAL AND NON-REMOVAL CASES	30 days' DSA plus 30 days' DSA at half the DSA rate for each eligible family member for whom travel has been paid by the Organization	30 days' DSA plus 30 days' DSA at half the DSA rate for each eligible family member for whom travel has been paid by the Organization

PLUS

Lump-sum portion

	Duty stations category A-E	Duty stations category H
FOR NON-REMOVAL CASES ONLY	For assignments of 1 year or more, but less than 3 years, 1 month's lump sum is payable For assignments that are expected to be of a duration of 3 years or more, 2 months' lump sum is payable If an assignment of less than 3 years' duration is subsequently extended to 3 years or more, a second 1-month lump sum is payable at the beginning of the third year	1 month's lump sum
FOR REMOVAL CASES ONLY	1 month's lump sum	No lump sum payable

/...

IV. TIMING OF PAYMENTS

A. DSA portion

15. The DSA portion of the grant is normally payable upon arrival at the duty station. In the case of a staff member appointed or reassigned to a duty station for less than one year with payment of daily subsistence allowance (under staff rule 103.7 (d) (ii)), whose appointment or assignment is subsequently extended to one year or more, the DSA portion of the grant will be payable as from the date of conversion to longer-term status subject to the conditions established in paragraph 21 below.

B. Lump-sum portion

16. Depending on the anticipated duration of an assignment, the lump-sum portion of the assignment grant may be paid up to three months in advance of a staff member's travel to the new duty station. The amount of such an advance payment should not exceed 80 per cent of the established amount at the time the advance payment is effected. The releasing office should ensure that the receiving office is notified of this advance payment in order that the necessary adjustments can be made upon the staff member's arrival at the new duty station.

17. No advance against the lump-sum portion is to be made in the case of an initial appointment, in which case it is payable upon arrival of the staff member at the duty station.

V. CURRENCY OF PAYMENT

18. The DSA portion of the assignment grant is normally payable in the local currency of the duty station. Exceptionally, the DSA portion or part thereof may be paid in convertible currency if the staff member is able to demonstrate that the hotel requires payment in convertible currency.

19. The lump-sum portion is payable in convertible currency.

VI. PAYMENT OF ASSIGNMENT GRANT WHEN BOTH HUSBAND AND WIFE ARE STAFF MEMBERS

20. Where both husband and wife are staff members within the United Nations common system and travel at the expense of the Organization to:

(a) The same duty station:

(i) Each staff member will receive a DSA portion of 30 days' DSA applicable at the duty station;

(ii) The DSA portion in respect of dependent children travelling to the duty station normally will be paid to the staff member on whom they are recognized as being dependent;

(iii) Only one lump-sum portion (either one or two months' emoluments) will be payable, based normally on the salary and post adjustment of the higher-graded staff member. However, depending on the dependency status and the expected duration of each spouse's assignment, the lump-sum entitlement may be paid to the spouse whose status yields the higher entitlement;

(iv) Cases where the spouses travel separately to the duty station will be dealt with on a case-by-case basis, using the above provisions as a framework;

(b) Different duty stations:

(i) Each staff member will receive the DSA portion of the grant applicable to his/her respective duty station and status (in terms of grade, step, dependency or single rate, and assignment length);

(ii) The DSA portion in respect of dependent children travelling to the duty station will normally be paid to the staff member on whom they are recognized as being dependent. Cases where a child travels to the duty station to reside with the other parent will be dealt with on a case-by-case basis;

(iii) Each staff member will receive the lump-sum portion of the grant that is applicable to his/her situation (in terms of grade, step, dependency status, length of assignment, etc.).

VII. EXTENSION OF STAFF MEMBERS' APPOINTMENT OR ASSIGNMENT TO ONE YEAR OR MORE

21. If the appointment or assignment of a staff member initially of less than one year with payment of daily subsistence allowance is subsequently extended to one year or more and such subsistence payment is discontinued, the staff member will be entitled to the assignment grant (both lump-sum and DSA portions) subject to the following conditions:

(a) The total expected period of service at the duty station as a result of the conversion will be at least 12 months;

(b) The extension occurs at least six months prior to the expected end of the assignment at the duty station.

VIII. RECRUITMENT OR REASSIGNMENT WITHIN THE COUNTRY OF THE DUTY STATION

22. The assignment grant will normally not be payable if the staff member's place of recruitment is the duty station, since no travel is involved.

23. Notwithstanding the above, the assignment grant may exceptionally be paid (in full or in part) in such cases where it can be demonstrated that the staff member has had to change dwelling as the result of the appointment (such as moving out of a house provided by his/her Government).

24. In cases of promotion from the General Service or conversion from the National Professional category to the Professional category, an assignment grant will be payable only when such promotion or conversion involves a change of duty station.

25. Internationally recruited staff who are transferred from one duty station to another within the same country will be entitled to the assignment grant (DSA portion and, where applicable, the lump sum), provided that the transfer necessitates a change of dwelling.

IX. EXTENDED ASSIGNMENT GRANT

26. The normal 30-day DSA portion of the assignment grant may be extended under conditions established by the Secretary-General up to a maximum of 90 days. The amount of the DSA portion of the grant during the extended period will be up to 60 per cent of the appropriate prevailing rate.

27. The extended assignment grant is not payable at duty stations in category H.

X. RECOVERY/ADJUSTMENT OF ADVANCE PAYMENT OF ASSIGNMENT GRANT DUE TO REDUCTION IN PERIOD OF SERVICE AT THE DUTY STATION

28. When a reduction in the expected period of service at the duty station occurs, recovery or adjustment of this payment will be calculated as follows:

(a) DSA portion: The DSA portion of the grant that is payable at the duty station will normally not be recoverable;

(b) Lump-sum portion: In cases where the staff member has not completed the period of service in respect of which the lump-sum portion of the assignment grant has been paid, the lump-sum portion of the grant will be adjusted/recovered on a pro-rata basis. Discretionary judgement may be exercised by the Secretary-General in situations warranting exceptions for compelling and/or compassionate reasons (e.g., health).

29. The lump-sum portion of the grant will be adjusted/recovered on a pro-rated basis under the following circumstances and in the following manner:

(a) When one-month lump sum has been paid and the completed period of service at the duty station is less than one year, the lump-sum portion of the grant will be pro-rated and recovered/adjusted in the proportion that the period of service at the duty station bears to one year. The one-month lump sum will not be recovered/adjusted if the staff member completes his/her first year of service at the duty station;

(b) When two months' lump sum has been paid and the completed period of service at the duty station is less than three years, the lump sum will be adjusted/recovered as follows:

(i) If the period of service at the duty station is less than one year, the first month's lump sum will be pro-rated and recovered/adjusted in the proportion that the period of service bears to the first year (12 months) of assignment. The second month's lump sum will be recovered in full;

(ii) If the period of service at the duty station is one year or more but less than two years, there will be no recovery in respect of the first month's lump sum, but the second month's lump sum will be recovered in full;

(iii) If the period of service at the duty station is more than two years but less than three years, there will be no recovery in respect of the first month's lump sum, but the second month's lump sum will be pro-rated and recovered/adjusted in the proportion that the period of service in the third year of assignment (i.e., period exceeding 24 months) bears to the third year (12 months) of assignment;

(iv) If the period of service at the duty station is three years or more, the lump sum will not be recovered/adjusted.

30. These arrangements are summarized as follows:

Amount paid	Period of completed service	Recovery/adjustment
1 month	Less than 1 year	On a 1-to-12 basis
1 month	1 year or more but less than 2 years	No recovery
2 months	Less than 1 year	On a 1-to-12 basis in respect of the first month and full recovery of the second month
2 months	1 year or more but less than 2 years	No recovery in respect of the first month but full recovery of the second month

Amount paid	Period of completed service	Recovery/adjustment
2 months	More than 2 years but less than 3 years	No recovery in respect of the first month and pro-rated recovery of the second month on a 1-to-12 basis
2 months	More than 3 years	No recovery

XI. PROVISION OF FULLY FURNISHED ACCOMMODATION

31. The provision of fully furnished accommodation should not preclude payment of the grant or lead to a reduction in the amounts payable for this entitlement.

* * *

32. Staff rule 107.20 will be revised in due course to reflect the new assignment grant entitlement.

33. Administrative instructions ST/AI/303 and ST/AI/312 and Amend.1 are hereby superseded.

Notes

1/ Official Records of the General Assembly, Forty-fourth Session, Supplement No. 30 (A/44/30).

UNITED
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Secretariat

ST/AI/364/Add.1
7 November 1990

ADMINISTRATIVE INSTRUCTION

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: ASSIGNMENT GRANT*

Addendum

The Secretary-General has decided to extend the application of the assignment grant to the Field Service category and related staff. Therefore, paragraph 4 of ST/AI/364 should read as follows:

"4. The assignment grant is normally payable to staff members at the Professional and higher categories appointed under the 100 or 200 series of the Staff Rules and to staff members in the Field Service category and related staff, who proceed on authorized travel, upon appointment or reassignment, to a duty station for a period of service expected to be of at least one year's duration. It is not payable in the case of special mission assignment."

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* Personnel Manual index No. 7176.

90-29738 1907i (E)

UNITED
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Secretariat

ST/AI/365
13 August 1990

ADMINISTRATIVE INSTRUCTION

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: IMPLEMENTATION OF CHANGES TO SALARY POLICY IN PROMOTIONS*

1. As announced in paragraph 24 (d) of ST/IC/1990/11 of 2 February 1990, the General Assembly in its resolution 44/198 of 21 December 1989 endorsed a recommendation by the International Civil Service Commission, as part of a comprehensive review of the conditions of service of the Professional and higher categories, that promotion policies be modified to ensure that upon promotion a staff member is placed at a step in the higher level representing no less than the value of two steps at the lower level. The organizations of the United Nations common system at their seventy-second session reviewed various aspects of this recommendation and agreed on related changes to the present provisions governing salary policy in promotions. It was also decided by the Secretary-General to apply the new policy to all categories of staff. The purpose of this instruction is to implement the above-mentioned recommendation of the Commission, the agreements of the organizations participating in the United Nations common system and the decision of the Secretary-General.

2. Effective 1 July 1990 the provisions in paragraphs 3 and 4 below shall govern salary policy in promotions. Suitable amendments will be made in due course to staff rule 103.9 on salary policy in promotions.

3. (a) On promotion, a staff member shall be placed at the lowest step in the level to which he or she has been promoted, which provides an increase in net base salary equal to at least the amount which would have resulted from the granting of two steps at the lower level.

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* Personnel Manual index No. 3220.

(b) If promotion is effective on the month in which an increment at the lower level is due, such increment will be included in the salary at the lower level, to which two steps will then be added to determine the staff member's salary on promotion in accordance with paragraph (a) above.

(c) The date of the first salary increment at the higher level shall be the anniversary date of promotion except that:

(i) In the case of those increments which require two years of satisfactory service, the first increment at the higher level will become due two years from the date of promotion, and

(ii) In the case of accelerated increments, the first increment at the higher level will become due 10 or 20 months from the date of promotion, as appropriate.

4. On promotion from the General Service and related categories to the Professional category, and in order to determine, in accordance with paragraph 3 (a) above, the step within the level to which the staff member is promoted, the following emoluments shall also be taken into account:

(i) The net amount of any pensionable allowance which the staff member received at the lower level, and

(ii) The post adjustment which, at the duty station where the staff member was serving prior to promotion, corresponds to the net base salary at the single rate for the level and step in the Professional category to which the staff member is promoted.

5. The salary policy in promotions from the Field Service category to the Professional category is governed by provisions in administrative instruction ST/AI/360. Appropriate amendments will be made to these provisions to reflect the provisions of paragraph 3 above.

6. Annexes I and II set out the procedures for calculation of the step to be awarded to the staff member in the salary level to which he or she has been promoted. The procedure in annex I applies to promotion within a category; the procedure in annex II applies to promotion from the General Service and related categories to the Professional category.

ANNEX I

COMPUTATION SHEET FOR SALARY ON PROMOTION WITHIN A CATEGORY

USE SALARY SCALE IN FORCE ON EFFECTIVE DATE OF PROMOTION

1. Name: _____

2. Effective date of promotion: _____

3. Staff member's net base salary at level prior to promotion:

   Level _____ step _____ $ .....

4. Increment-within-level due on month of effective date of promotion:

   Yes _____ No _____

   If Yes, to level _____ step _____ $ .....

5. Salary after calculation of two additional steps above salary in item 3 or 4, as appropriate:

   $ 1/

6. Salary on promotion to level _____ step _____ $ 2/

7. Accelerated salary increment (10 months)

   Yes _____ No _____

   Next increment due; date: _____

_____

1/ If at last step of level, add value of difference between last step and previous step and multiply by two.

2/ Lowest step at promotion level at least equal to salary to be received as indicated in item 5.

ANNEX II

COMPUTATION SHEET FOR SALARY ON PROMOTION

(From the General Service to the Professional Category)

USE SALARY SCALES IN FORCE ON EFFECTIVE DATE OF PROMOTION

ALL FIGURES SHOULD BE EXPRESSED IN ANNUAL AMOUNTS

1. Name: _____

2. Effective date of promotion: _____

3. Net base salary at lower grade: Level _____ step _____ $ .....

4. Salary under item 3, plus two additional steps at present GS level:

   Level _____ step _____ 1/ $ ....., or

   If at last step of level, add, to salary under item 3, difference between last step and previous step and multiply by two:

   $ .....

5. Pensionable allowances:

   (a) Non-resident allowance: $ .....

   (b) Language allowance: $ .....

   (c) Other (specify): $ .....

6. Total (items 4 and 5) $ .....

7. Promotion to the Professional category:

   Adjustment to General Service remuneration in item 6:

   Post adjustment classification for duty station: 2/ _____

$$\frac{\text{item 6 x 100}}{\text{post adjustment factor: ____: 3/}} =$$ $ .....

1/ If increment is due on month on which promotion becomes effective, the step at the lower level should be that corresponding to the increment.

2/ The duty station is the one where the staff member was serving prior to promotion.

3/ Post adjustment factor equals post adjustment multiplier for duty station plus 100.

P.269/A (8-90)

8. Promotion level in Professional category: 4/

Level: _____

9. Step in level indicated in item 8 above 5/

Step: _____ Salary: $ .....

10. To verify result in item 9 above, add:

Salary in item 9: $ .....

plus

Corresponding post adjustment: 6/ $ .....

Total $ .....

The total above should at least equal amount in item 6.

11. Staff member has dependent spouse or child Yes ____ No ____

If YES, salary at level and step in items 8 and 9 shall be paid at dependency rate $ .....

12. Accelerated increment (10 months) Yes _____ No _____

Next increment due; date: _____

13. Comparison of dependency benefits

If the staff member was in receipt of any dependency allowance in the General Service category, proceed as follows to make a comparison of dependency entitlements:

(i) As General Service

(a) Spouse allowance $ .....

(b) Children's allowance $ .....

(c) Secondary dependant allowance $ .....

Total $ .....

4/ See corresponding administrative instruction on competitive examinations from the General Service to the Professional category.

5/ Lowest step at promotion level at least equal to amount in item 6.

6/ Amount resulting from applying multiplier of duty station where staff member was serving prior to promotion to 1 per cent of salary in item 9.

(ii) As Professional

(a) Spouse or first child:

Difference between net base salary plus post adjustment at dependency and single rates at level and step in item 8:

$ ..... (dependency rate)
minus
$ ..... (single rate)

$ .....

(b) Children's allowance $ .....

(c) Secondary dependant allowance $ .....

Total $ .....

(iii) If total of (i) is greater than total of (ii), Payroll should be notified and a difference in terms of a personal transitional allowance for $ ..... should be paid until total of (ii) reaches total of (i).

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Secretariat

ST/AI/365/Corr.1
24 September 1990

ADMINISTRATIVE INSTRUCTION

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: IMPLEMENTATION OF CHANGES TO SALARY POLICY IN PROMOTIONS*

Corrigendum

Page 5, footnote 5

For item 6 read item 7

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* Personnel Manual index No. 3221.

90-23708 1777i (E)

UNITED NATIONS

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Secretariat

ST/AI/366
28 September 1990

ADMINISTRATIVE INSTRUCTION

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: DEPENDENCY ALLOWANCE OR BENEFIT FOR DISABLED CHILDREN*

1. In its resolution 44/198 of 21 December 1989, the General Assembly endorsed the recommendation of the International Civil Service Commission that the dependency allowance in the case of a disabled child should be double the amount of the regular allowance for a dependent child. The purpose of the present administrative instruction is to set out the conditions, modalities and procedures for the implementation of that decision.

2. When a child of a staff member recognized as a dependant under staff rule 103.24 is determined to be physically or mentally disabled either permanently or for a period expected to be of long duration, a higher dependency allowance or benefit shall be payable as set out in paragraphs 3 and 4 below. In the case of children who have reached the age of 18 years, the condition in staff rule 103.24 that the child be physically or mentally incapacitated for substantial gainful employment shall continue to apply for the waiver of school attendance and age requirements and continued recognition of dependency status.

3. In the case of staff members in the Professional and higher categories and in the Field Service category, the regular dependency allowance or benefit for a dependent child is:

(a) A dependency allowance of $1,050 per year; or

(b) For the first dependent child where there is no dependent spouse, the dependency rate of salary and post adjustment, the regular dependency benefit thus being the difference between salary and post adjustment at the single and dependency rates.

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* Personnel Manual index No. 3370.

In those cases where a dependent child is disabled, the staff member will receive, in addition to the appropriate allowance or benefit payable under (a) or (b) above, the amount of $1,050 per year for the child. Accordingly, those staff members entitled to the dependency allowance indicated in (a) above in respect of a child, will receive a total amount of $2,100 per year if such child is disabled. Those staff members entitled to the dependency benefit indicated under (b) above in respect of a first child will receive, in addition to the dependency rate of salary and post adjustment, the amount of $1,050 per year if such child is disabled.

4. In the case of staff in the General Service and related categories, the dependency allowance payable in respect of a disabled child shall be double the rate of the regular child allowance payable at the duty station where the staff member is serving. For example, in New York where the regular child allowance is $989 per year, the amount payable for a disabled child shall be $1,978 per year. At some duty stations, a higher rate of dependency allowance is payable to a staff member without a spouse in respect of the first dependent child. In the case of such staff, if the first dependent child is disabled, the staff member shall receive in addition to the higher amount of dependency allowance payable for the first child, an additional amount equivalent to the regular child allowance. For example in New York, the staff member would receive $2,234 per year, the child allowance payable to a staff member without a spouse for a first dependent child, plus $989 per year, the regular child allowance, a total amount of $3,223 per year as dependency allowance for a first dependent child who is disabled.

5. Staff members who have a disabled dependent child or children and wish to claim the higher rate of dependency benefits should complete the questionnaire in the annex to the present instruction. The questionnaire should be accompanied by the following substantiating documentation:

(a) If the child is already recognized as the staff member's dependent child, a medical report concerning the child's physical or mental disability;

(b) If the child is being claimed for the first time as a dependant, in addition to the above-mentioned certificate, appropriate documentation to establish that the child is the staff member's dependent child will be required.

The duly completed questionnaire and substantiating documentation should be submitted at Headquarters to the Allowances and Benefits Unit, room S-2550, and, at offices away from Headquarters, to the corresponding personnel unit.

6. The higher rate of dependency allowance or benefit for a disabled child is effective 1 July 1990.

/...

Annex

QUESTIONNAIRE

(1) Children's full name (Last) (Middle) (First) Dates of birth (Day) (Month) (Year)

_____ _____ _____ _____ _____ _____

_____ _____ _____ _____ _____ _____

_____ _____ _____ _____ _____ _____

(2) Have you been receiving regular dependency benefits for him/her/them?

Yes No

(3) Did you ever receive the special education grant for disabled children on his/her/their behalf?

Yes No

When was the last time you did?

(school year _____)

(4) Do you wish to apply for dependency benefits at the higher rate?

If yes, please return this questionnaire duly completed to:

Allowances and Benefits Unit

Room S-2550

at Headquarters or the corresponding personnel unit at offices away from Headquarters, along with the documentation indicated in paragraph 5 of the present instruction.